

FISCAL MANAGEMENT NEWS\$

December 1999

(A Newsletter Published by the Fiscal Management Division of OMB)

CONTENTS

New Online Budget Report	1
Y2K.....	1
CAFR Completed.....	2
Purchasing Card Program.....	3
Budget Receives GFOA Award	3
GFOA Award (continued).....	4

NEW ONLINE BUDGET REPORT

In case you haven't noticed, SAMIS now has an online budget report available. This report shows detail object amounts for current month actual and biennium-to-date actual and budget by organizational level. To see an object description, put the cursor on the object code line and press F2. To see the detailed transactions for the current month, put the cursor on the object code line and press F10. This will bring up the current month transaction history report for the object/reporting level as of the last time the report was run. At this time, OMB plans to run the report once or twice per week.

Check it out! To access this report, logon to SAMIS – Master File Inquiry, option 3 – Online Budget Report, option 8. If you have any questions, please call the OMB Accounting Division at 328-2680.



Y2K

OMB has successfully tested SAMIS and Payroll in an IBM Logical Partition (LPAR) for several key dates in the future. (The LPAR allowed us to change the mainframe system date to the future and run SAMIS and Payroll as if it were that date.) The dates tested were 12/31/1999; 1/1/2000; 2/28/2000; 2/29/2000; 3/1/2000; 7/31/2000; 12/31/2000; 1/1/2001 and 7/31/2001. Based on the results of our tests, we are confident SAMIS and Payroll are Y2K ready and do not anticipate any disruptions due to the year 2000 issue.

Since there can be no guarantee the above systems will not experience some adverse effects from undetected errors or failures of other systems such as electricity, OMB has developed a contingency plan for several scenarios which may occur as a result of the year 2000 issue. There are too many scenarios to list here and discuss in detail, but in case we do have to implement any part of our plan, the following information is important to you:

Y2K Message Board (www.state.nd.us/fiscal) – We have set up a Y2K web site on Fiscal Management's home page where we will

(continued on page 2)

Y2K (continued from page 1)

keep everyone up-to-date on SAMIS and Payroll. Here we will post system status reports, special instructions, news, etc. Please check this site periodically.

Email - We will be sending out periodic emails to all agencies to keep you abreast of new developments.

Hotline Number – The hotline number is 328-2680.

Bulletin Board and KFYP 550 Radio - If the above systems are not functioning, we will post messages to a bulletin board and/or KFYP 550 radio. The location of the bulletin board will be at the information desk on the ground floor of the capitol building.

PC's Available – Even if the capitol building is closed due to a loss of power, ITD will remain fully operational. If the capitol is closed for an extended period of time, OMB has been allocated space in the basement of the DOT building where we will have 3 to 4 PC's available for users to input data into SAMIS and Payroll. Access to this area will be restricted to authorized personnel, so agencies must schedule a time with OMB to use these PC's. One-hour time slots will be available on a first come first serve basis. You may set up a time by calling 328-2680. OMB personnel will meet you at the north door of the capitol building. If you need to first go to your office, Facility Management personnel will escort you to/from your office. Please allow extra time for getting to your office so you will have the entire hour to key data.

January 1, 2000 – On January 1st, OMB Fiscal Management staff will come into work to run SAMIS and Payroll, test the input data screens, inquiry, etc.

Payroll – The only reason we mention payroll is because it affects everyone. Payroll checks will be written prior to 1/1/2000 and will be distributed on 1/3/2000. For those who get paid by direct deposit, your bank will have the ACH file by 12/31/1999 but it will not be posted to your account until 1/3/2000. Although we do not anticipate any problems with supplemental payroll, if something does happen, manual checks will be written if need be.

OMB does not intend to implement any phase of our contingency plan for a minimum of one week. Our first option will be to fix the problem. If we determine it cannot be fixed in a short period of time, we will implement the applicable phases of our contingency plan and you will be notified. We ask for everyone's patience and cooperation during this time. Thank you

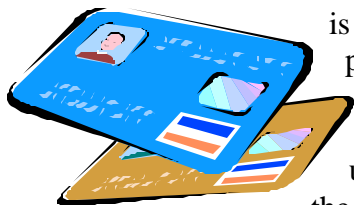
CAFR Completed

North Dakota's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 1999 has been completed. The CAFR is the only report that shows the entire state financial picture in one document. Agencies wishing to receive a copy of the CAFR may call Eileen Holwegner at 328-1666. The CAFR can also be viewed on the Internet at <http://www.state.nd.us/fiscal> after January 10, 2000.

The Office of Management and Budget has received the Certificate in Financial Reporting from the Government Finance Officers Association (GFOA) for the past eight consecutive years. OMB believes the current report continues to conform to the Certificate of Achievement program requirements and it is being submitted to GFOA for review. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reports.



State of North Dakota Purchasing Card Program



The Office of Management and Budget is currently in the pilot phase of a purchasing card program. Eight state agencies and two universities are piloting the program. Upon successful completion of the pilot phase (anticipated completion date of June 30, 2000), it is the intention of OMB to make the program available to all state government agencies and universities.

What is a Purchasing Card?

The purchasing card is a tool for agency employees to use to make low-dollar purchases for official agency business needs. It allows agency management to delegate authority to purchase low-dollar items directly to designated cardholders. This delegation of authority will enable employees to purchase goods and services faster and more easily than before. Purchase requisitions/orders will no longer have to be created prior to buying qualifying items. Instead, these low-dollar items (\$1,000 and under) may be purchased using a VISA credit card issued in the name of the employee.

What are the benefits of a purchasing card?

The purchasing card enables personnel to perform more effectively and focus on the value-added aspects of their jobs by:

- Eliminating purchasing delays
- Reducing the number of requisitions and purchase orders
- Reducing the number of invoices and invoicing problems
- Reducing the number of checks issued

Who are likely cardholders?

Because the purchasing card allows the cardholder to place orders directly with the supplier, the greatest program benefits are

achieved when purchasing cards are issued to end users. Therefore, in addition to the traditional buyers (purchasing staff), other staff who should be issued purchasing cards are:

- Field staff and others in constant travel status who may need emergency parts or supplies while on the road
- Staff who routinely buy subscriptions and books
- Program support staff who buy supplies
- Conference/trade show planners who may need to purchase supplies and equipment in other locations
- Physical plant / maintenance staff
- Mechanics, engineers

For more information concerning the purchasing card program, please visit the OMB Fiscal Management web site at <http://www.state.nd.us/fiscal> or contact Dave Krabbenhoft at 328-1024 or email dkrabben@state.nd.us.

1999-01 Budget Receives GFOA Award

The Government Finance Officers Association of the United States and Canada (GFOA) has notified the Office of Management and Budget that the State of North Dakota has received the GFOA's Distinguished Budget Presentation Award for its 1999-01 budget documents. This is the fourth biennial budget award received by the OMB budget staff.

The award represents a significant achievement by OMB. It reflects the commitment of the Governor and his budget staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the state had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide, and as a communication device. Budget documents must be rated "proficient" in all four categories to receive the award.

(continued on page 4)

GFOA Award (continued from page 3)

Since the inception of the GFOA's Distinguished Budget Presentation Awards Program in 1984, approximately 700 entities have received the award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving 12,650 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

**BEST WISHES FOR A VERY
MERRY CHRISTMAS
AND A
HAPPY NEW YEAR!**



ND Office of Management and Budget
600 East Boulevard Ave. – Dept. 110
Bismarck, ND 58505-0400
Web site: <http://www.state.nd.us/fiscal>

ADDRESS SERVICE REQUESTED

If you have any questions or
comments concerning this newsletter,
please call
701-328-4904.